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TO: Westfield Board of Works and Safety

From: Melody Jones

CC: Todd Burtron

Date: November 12, 2012

RE: Liquidating two trucks

Board of Works and Safety

The Westfield Parks and Recreation Department was fortunate to receive two new 2012 Chevy Silverado 2500 4X4 Trucks last month. As a result we have two very old trucks we wish to retire.

We went to Carmax to get appraisals. The 2003 Ford F150 appraised for \$1,500 and the 2003 Ford F250 with snow blade appraised for \$4,000.

We would like to ask permission to sell both vehicles to Carmax and remove them from the Cities assets.